

TEST SECURITY AGREEMENT/AFFIDAVIT

For District Personnel and Test Coordinators

I acknowledge that the _____ is a secure assessment and agree to the following conditions of use to ensure test security:

1.
 - a) I will take all necessary precautions to safeguard all test materials by limiting access to persons within the school district or agency with a responsible, professional interest in the test's security.
 - b) The names of all persons having access to the materials will be kept on file.
 - c) No portion of the testing materials may be reproduced.
2.
 - a) I will keep all testing materials in a secure location, except on actual testing dates, limiting access to those responsible for their security.
 - b) Secure test materials, including test booklets and directions, will be delivered to examiners no sooner than the date of testing, unless logistics dictate an earlier delivery date.
 - c) Test materials will be kept secure until they are actually distributed to students.
 - d) In no case will students be permitted to remove test materials from the room where testing takes place.
3. I will not disclose or allow to be disclosed the contents of the testing instrument.
4. Upon completion of testing, I will return all test materials to the designated test coordinator of the school district, who will in turn return all test materials to Harcourt Assessment.
5. I will develop, distribute, and enforce disciplinary procedures for the violation of test security by district or agency staff.
6. During the test, plan for, ensure the appropriate use of and follow appropriate procedures for accommodations for student with disabilities, 504 and/or limited English proficiency as documented on their individual education plan.
 - a) Ensure accommodations documented for statewide assessment have also been documented as instructional accommodations and have been provided to the student throughout the year.
 - b) Ensure accommodations are appropriate and necessary for students to access statewide assessment without giving an unfair advantage.
 - c) Ensure students have had the accommodation in place for 5 weeks prior to testing.
 - d) Plan testing arrangements to ensure accommodations are administered in an appropriate manner with trained personnel.
 - e) Cross check students individual plan and with student's proctor to ensure accommodations are documented and administered prior to testing and coding demographic information.

By signing my name to this document, I am assuring Harcourt Assessment and SDDOE that I and anyone having access to the test materials will abide by the above conditions.

Signature: _____

District/Agency: _____

Printed Name: _____

Title: _____

Address: _____

Address: _____

City/State/ZIP: _____

Date: _____

Test Booklets issued	Date	_____
	Number	_____
	Teacher Initials	_____
	Test Coordinator Initials	_____

Test booklets returned	Date	_____
	Number	_____
	Teacher Initials	_____
	Test Coordinator Initials	_____

Return this signed *Test Security Agreement/Affidavit* to your test coordinator after receiving test materials.

**TEST COORDINATORS—Send all teacher/examiner *Test Security Agreements/Affidavit*
South Dakota Department of Education
ATTN: Gay Pickner
700 Governors Drive
Pierre, SD 57501.**

Retain copies of the teacher/examiner *Test Security Agreements/Affidavits* at the district office.